



No. 200704

# Asst G1 for Civilian Personnel - Korea Area Training World



Summer 2007



This, the Summer Issue of **Training World**, features the latest news about training opportunities available in Korea to members of Army's Civilian Corps (see Civilian Corps Creed, next page). These include CES classes for FY-08, ongoing NSPS conversion classes, and more. It will also be my last issue as Chief of AG1CP Korea Area's HRD Division. I'll be sad to leave Korea, but I'm also happy knowing that my successor, Mr. Scott Doar, is going to bring both much-needed energy and new ideas to our training program. Scott, who's due to arrive in country at the end of July, is currently HRD and MER Chief at the Ft. Lewis, Washington CPAC. I know he'll do a great job!

*John Robbert*



The week of July 9-13, Ms. Cynthia Porter, Director of the Army Benefits Center-Civilian (ABC-C), will be conducting Pre-Retirement Briefings for Army civilian employees in Korea. There will be separate briefings covering the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). Both briefings will also present an overview of the Employee Benefits Information System (EBIS) and the Interactive Voice Response System (IVRS) for processing benefits.

Here's the schedule:

➔ Wednesday, July 11, Balboni Theater, Yongsan Post, Seoul  
0800-1200 - CSRS Briefing  
1300-1700 - FERS Briefing

➔ Thursday, July 12, Mitchell's Club, Bldg. S-340, Camp Red Cloud, Uijongbu  
0800-1200 - CSRS Briefing  
1300-1700 - FERS Briefing

➔ Friday, July 13, Camp Henry Theater, Camp Henry, Daegu  
0800-1200 - CSRS Briefing  
1300-1700 - FERS Briefing

The ABC-C briefings are very informative and will provide a forum for Army civilian employees to get answers to any questions they may have; however, there will be no one-on-one counseling. It is recommended that all Army civilian employees attend the ABC-C briefing that is applicable to their retirement coverage.

The point of contact is Mr. John Robbert, Chief, HRDD, AG1CP, West Region, Korea Area, 768-6577.



## TRAINING TIPS

**On-the-Job Training (OJT)** can be one of the best training methods because it is planned, organized, and conducted at the employee's worksite. OJT is generally the most common method used to broaden employee skills and increase productivity. It is particularly appropriate for developing proficiency skills unique to an employee's job especially jobs that are relatively easy to learn and require locally-owned equipment and facilities.

### Army Civilian Corps Creed

- ★I am an Army Civilian – a member of the Army Team
- ★I am dedicated to the Army, its Soldiers and Civilians
- ★I will always support the mission
- ★I provide stability and continuity during war and peace
- ★I support and defend the Constitution of the United States and consider it an honor to serve the Nation and its Army
- ★I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
- ★I am an Army Civilian



## NSPS TRAINING IN KOREA IN FULL SWING

As of the end of June, 2007, Korea's four CPACs had conducted a combined total of more than 20 NSPS classes for employees (1-day) and supervisors (2-days). Total attendance is estimated at well over 200. But there's much more to come. Both Eighth Army's and IMCOM's non-bargaining unit employees are scheduled to convert to NSPS as part of Spiral 2.1. Most have conversion dates during the first quarter of FY 08. With large numbers still to be trained, Korea's CPACs have an additional 30+ classes currently scheduled through December.

Note: converting employees and supervisors **must** attend classes offered at their **local** CPAC. That's Army policy. The best information source about when and how to sign up is your local CPAC. Here are the names and phone numbers of current CPAC NSPS POCs:

★Area I CPAC, Camp Red Cloud: Mr. Lawrence Keys, 732-6090.

★Area II CPAC, Yongsan Post: Mr. Song, Un Kyong, 738-4331.

★Area III CPAC, Camp Humphreys: Mr. Hermilando Valencia, 753-8763.

★Area IV CPAC, Camp Henry: Mr. Audwin Lindsay, 768-6639.

Scheduled courses are also listed on the HRDD website under "Local Courses," and on the Army-wide NSPS Training Calendar:

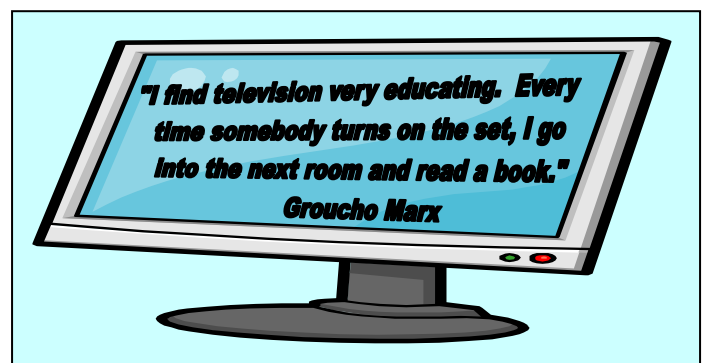
<https://nccpoc.ria.army.mil/Apps/NSPSTraining/menu.asp>

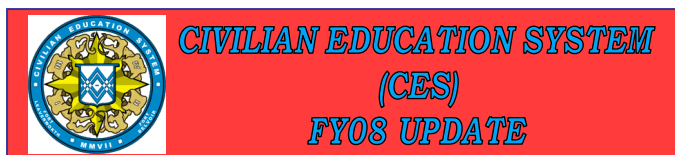
## CONVERTING EMPLOYEES MUST COMPLETE "NSPS 101"

"NSPS 101" is a required prerequisite for both employees and supervisors who are converting to NSPS. It's a web-based course that takes approximately an hour and a half to complete. It covers performance management, classification, compensation, and more and it has a built-in conversion calculator to help you identify your new career group, pay schedule, pay band and estimate of within-grade increase buy-in. To take NSPS 101, click here:

<http://www.cpms.osd.mil/nsps/nsps101/nsps/index.htm>

**Important note:** When you complete NSPS 101, send a copy of your certificate to HRDD by fax (768-6582) or e-mail ([john.robber@us.army.mil](mailto:john.robber@us.army.mil)). We'll enter the data into DCPDS for you.





Effective 1 Jun 07 the Civilian Human Resource Training Application System (CHRTAS) became the on-line system for individuals to apply for the new CES courses:

- Foundation Course
- Basic Course
- Intermediate Course
- Advanced Course

CHRTAS allows employees to self-register, track their training progress and print certificates. Supervisors will use it to approve applications and review employee training history. Finally, designated Command Training Coordinators, including Ms. Kim, Ok Pun of HRDD, CES Coordinator for Eighth U. S. Army (EUSA), will use it to process applications, run reports and run rosters. Coordinators have already been provided with tutorials detailing their role in the application process.

MACOMs have already been assigned specific numbers of FY-08 quotas for the Basic, Intermediate and Advanced Courses. Classes begin in November. Army employees can go to the CHRTAS site to sign up now:

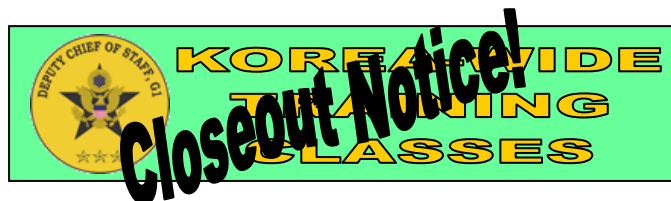
<https://www.atrrs.army.mil/channels/chrtas>.

For information on CES courses, they can also visit <http://www.amsclbelvoir.army.mil/ces>.

There are also two important e-mail addresses they should know:

►For CHRTAS questions or problems contact: [AG1CPCHRTAS@asamra.hoffman.army.mil](mailto:AG1CPCHRTAS@asamra.hoffman.army.mil)

►For CES questions or problems contact: [civilianleaderdevelopment@hqda.army.mil](mailto:civilianleaderdevelopment@hqda.army.mil)



Think late summer! Think training! Several FY-2007 Regional Course Schedule classes still have space available (but deadlines are fast approaching):

#### Courses in Seoul:

- Communication Skills for Leaders, 6-7 September, \$387
- Basic Contract Administration, 10-14 September, \$787
- MS PowerPoint, Advanced Applications, 17-20 September, \$562
- Decision Making & Problem Solving (Korean language version), 12-14 September, \$353
- Leadership Skills for Non-Supervisors (Korean language version), 17-18 September, \$300

#### Courses in Daegu:

- Effective Army Writing, 27-19 August, \$615
- MS Word Advanced Applications, 28-31 August, \$374
- Basic Communication Skills (Korean language version), 6-7 September, \$300
- MS PowerPoint, Advanced Applications, 11-14 September, \$582

#### Courses in Uijongbu:

- Basic Communication Skills (Korean language version), 23-24 August, \$387

Applications can be made directly in CHRTAS (see link below). For assistance, contact your activity training coordinator, the local CPAC, or HRDD at 768-6576 or 768-6581.

<https://www.atrrs.army.mil/channels/chrtas/default.asp>

